

Low Income Housing Tax Credit (HTC) ADMINISTERING AN HTC PROPERTY

TRAINING PROVIDED BY:
Janken Housing Solutions, Inc.
7063 Terraceview Lane
Maple Grove, MN 55311

Instructor: Juanita Pekay
juanitapekay@jankenhs.com

AGENDA

8:30 am to 5:00 pm

- | | |
|------------|--|
| 8:30 a.m. | Identifying Your HTC Property
Compliance Requirements, including
Reading Regulatory Agreements and
Declaration of Land Use Restrictive
Covenants |
| 9:30 a.m. | First Year HTC Property Requirements/
Leasing Schedules |
| 10:00 a.m. | Setting Up an HTC Property |
| 10:30 a.m. | Annual Reporting |
| 11:00 a.m. | Completing and Auditing an HTC-13
Tax Credit Summary Report |
| 12:00 noon | LUNCH (Provided) |
| 1:00 pm | Multiple Subsidies, with emphasis
on Tax Exempt Bonds, Section 8
and Group Residential Housing |
| 2:30 p.m. | Detailed Review of 8823 Guide, the
Monitoring Agency's Tool for
Determining Whether Properties
Comply with IRS Regulations |
| 4:45 p.m. | Questions and Answers |

For questions or assistance, e-mail or call:
juanitapekay@jankenhs.com
(763) 226-1833

Breakfast, Snacks, and
Lunch Provided!

7.5 Hours of MN Real Estate
Continuing Education Applied for!

COURSE OVERVIEW

This Course provides the participant:

- Understanding of the individualized requirements of a tax credit property
- Annual Reporting requirements of the HTC program
- Understanding of how multiple subsidies work together and managing the compliance requirements of these various sources
- Understanding of the 8823 guide, which monitoring agencies use to determine whether a property is in noncompliance

After successfully completing this course, you will have the knowledge and tools to begin a first year lease-up of an HTC property and understand how to avoid reports of noncompliance.

Participant Comments:

"Juanita made Regulatory Agreements look easy!"

"We are spoiled by the quality of information and presentation from the instructor."

"Juanita is extremely helpful and knowledgeable."

ADMINISTERING AN HTC PROPERTY COURSE DATES/LOCATIONS

January 14, 2010
July 22, 2010

Plymouth Radisson
Plymouth Radisson

See attached for registration form and maps.

DON'T FORGET TO BRING A CALCULATOR!



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REGISTRATION FORM

Instructor: Juanita Pekay
juanitapekay@jankenhs.com

Please submit this registration form with a check for \$175 per person payable to Janken Housing Solutions, Inc. *(To qualify for the \$175 Earlybird fee, please send your registration at least seven days before the course date. Registrations sent within seven days of registration date, please add \$25 late registration fee.)*

Organization: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ FAX: _____

Select a training date / location:

- ☐ January 14, 2010 (Thursday) Plymouth Radisson
☐ July 22, 2010 (Thursday) Plymouth Radisson

*Check only one date (one box)
per form submitted.*

THIS FORM IS FOR ADMINISTERING AN HTC PROPERTY COURSE

Please copy this form and use a Different Registration Form for Each Training Date

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Registrations Postmarked Within 7 Days of Training, add \$25.00/Person

Mail to: Janken Housing Solutions, Inc.
7063 Terraceview Lane
Maple Grove, MN 55311
Phone: (763) 226-1833
Fax: (763) 225-0614

E-Mail: juanitapekay@jankenhs.com



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LOCATIONS & MAPS

Instructor: Juanita Pekay
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Plymouth Radisson

Radisson Hotel & Conference Center
3131 Campus Drive
Plymouth, MN 55441

Hotel Phone: (763) 559-6600

